

APPENDIX B

SAMPLE DATA PREPARATION INSTRUCTION FOR U.S. CIVILIAN MANPOWER

A. GENERAL

1. The civilian subsystem of the WARMAPS compiles and manages data about the DoD civilian work force required to support the mobilization force structure (demand) and the civilian employees **available** to perform the required work (supply) . As prescribed in DoD Instruction 1100.19 (reference (c)), each Service and Defense Agency is required to develop, maintain, and submit wartime demand and supply data.

2. Civilian WARMAPS data are submitted in record units. Each record consists of either numeric demand or supply data, or both numeric demand and supply data entered over a 180-day mobilization scenario. Each record is unique and consists of:

a. Identification Data Fields. These data fields describe civilian manpower positions and/or employees by organizational affiliation, work place location, skill, and skill level.

b. Demand Data Fields. These are numeric data fields which contain data about wartime manpower requirements (i.e., the number of peacetime positions needed and the number of wartime positions that need to be created or terminated) over the scenario.

c. Supply Data Fields. These are numeric data fields which contain data about the available supply of employees over the scenario.

3. Definitions, special assumptions, specific reporting directions, and coding instructions for each of the data elements are outlined in subsequent sections.

4. Wartime civilian manpower requirements and projections of the available supplies of civilian employees in WARMAPS will be based on the mobilization preparedness planning policies, procedures, and scenario assumptions in DoD Directives 1100.18 and 1400.31 and in DoD Instructions 1100.19 and 1400.32 (references (e), (q), (c), and (r)). Wartime projections will be based on the assumption of full mobilization under the DPG scenario (reference (i)). The data must accurately reflect projected wartime-mission work load requirements for all U.S. civilian manpower who are paid from appropriated funds, and the planned maximum utilization of all available U.S. appropriated fund employees. Foreign national data will not be reported.

5. The Mobilization scenario begins with **pre-M-Day**. The only numeric data entered for **pre-M-Day** are peacetime positions, key positions, manpower for utilization, and onhand strength. The remaining numeric data are entered over the Mobilization scenario that continues with M-Day, **M+30** days, **M+60** days, **M+90** days, and ends with **M+180** days. Incremental data for **M+120** and **M+150** days will be reflected in the **M+180** days time period. (Sections C. and D. below, provide explanations of numeric data fields.)

B. IDENTIFICATION DATA FIELDS

Instructions

Data for the civilian subsystem identification elements listed in subsections B.1. through **B.8.**, below, will be entered for each record according to the specific instructions provided. Identification data elements are key fields in the management and computation of **WARMAPS** civilian demand and supply data. It is essential that the accuracy of these **fields** is verified.

1. Employment Category. The broad management categories of the civilian work force (e.g., U.S. appropriated fund, **NAF**, **FNDH**, and **FNIH**) are distinguished by employment category codes in WARMAPS.

Enter employment category code "U" (for U.S. appropriated fund manpower) in all records submitted for this data call.

2. Major Claimant. The major command or major functional element directly subordinate to, and established by, the DoD Component Headquarters. Services and Agencies should report the bureau portion of the Agency code submitted to **DMDC** under DoD Instruction 1444.2 (reference (k)).

Enter the two-character alphanumeric code designated by the Service or Agency to distinguish major claimants **within** the **DoD** Component.

3. POI. The number, formerly known as, "Submitting Office Number (SON)," assigned by the OPM to identify the civilian **personnel** office responsible for providing personnel services.

Enter the four-digit number of the POI responsible for servicing the manpower requirements and/or employees.

4. Work Place Location. The geographic location where work is actually required and/or performed. Work place locations will be coded according to the **GEOLOCs** in the GSA publication, "Worldwide Geographic Location Codes (**GEOLOC**)" (reference (1)).

Enter the nine-character alphanumeric **GEOLOC** representing the State, city, and county (or county and city, if outside the United States) of the work place.

NOTE : If a DoD installation has been assigned a unique **GEOLOC**, that **GEOLOC** will be used. Otherwise, enter the **GEOLOC** for the nearest city or town. In unusual circumstances (e.g., where a position requires work at multiple locations or at sea) the **GEOLOC** of the responsible servicing civilian personnel office shall be used.

5. UIC. UIC, as prescribed by JCS pub. 6 (reference (m)), are used in **WARMAPS to represent** the organization element **at** the work place level of detail. Defense Agencies without **UIC** codes may report the same constructed code as submitted to the **DMDC** under DoD Instruction 1444.2 (reference (k)).

Enter the six-character alphanumeric **UIC** code.

NOTE : Army : Report a "W" in the first position.
Navy: Report an "N" in the first position.
Air Force: Report an "F" in the first position.
Marine Corps: Report an "M" in the first position.
Coast Guard: Report an "E" in the first position.

6. "Civilian Occupation. The **OPM** occupational series code for **GS** and FWB positions, as described in the federal personnel manual FPM (reference (n)).

Enter the four-digit OPM occupational series for each record.

7. Civilian Pay Plan. The OPM schedule which is used to determine pay. Pay plans are described in the FPM.

Enter the conventional two-character code used by OPM to abbreviate pay plans (e.g., GS, GM, ES, WG, WL, and **WS**).

8. Civilian Grade. The specific grade of a position or employee, as listed in the FPM (reference (m)).

Enter the specific two-digit grade for the positions and/or manpower in each record.

C. DEMAND DATA FIELDS

Instructions

WARMAPS projects civilian manpower demand over a 180-day mobilization scenario. The projection is computed from data submitted as incremental adjustments (positions created and positions terminated) to a **pre-M-Day** starting point (peacetime positions). The total number of peacetime positions for all records should agree with manpower data reported in the latest version of the **FYDP** (reference (g)).

Enter numeric data for each applicable demand data field to represent the manpower requirements for the described position over the scenario. In individual WARMAPS records, peacetime positions plus positions created (over time) less positions terminated (over time) cannot be less than zero. Numeric fields that are not needed may be left blank or zero filled.

1. Peacetime Positions. The number of full-time, permanent, appropriated fund civilian positions required to accomplish the peacetime work load (**pre-M-Day** only). Data listed should reflect authorized or equivalent positions.

2. Positions Created. The number of new or additional **planned** positions that are required during the scenario to accomplish new or increased work load resulting from mobilization missions (M-Day through **M+180** days).

3. Positions Terminated. The number of positions that are no longer required because of postponed or canceled activities during mobilization or the completion of specific mobilization work requirements (M-Day through **M+180** days).

4. Key Positions. The number of peacetime positions that are designated "key"; i.e., positions that cannot be vacant during a national emergency or mobilization without seriously impairing the capability of the organization or office to function effectively (**pre-M-Day only**).

5. E-E Positions. The number of civilian positions overseas (or that would be transferred overseas during a crisis) in which continued performance of the position is considered essential to the support of mission requirements, during a crisis situation (M-Day only). For E-E positions in the United States that are transferred overseas during crises, the number of E-E positions must be entered in two records; the U.S. record and a corresponding overseas record. In addition to entering the number of E-E positions in this field for both records, the U.S. record must show the E-E positions as "terminated" and the overseas record must show the E-E positions as "created."

D. SUPPLY DATA ELEMENTS

Instructions

WARMAPS projects the available supplies of civilian manpower that are available to fill manpower requirements over a 180-day mobilization scenario. The projection is computed from data submitted as incremental adjustments (recalled reservists, recalled retirees, transfer losses, transfer gains, and probable gains) to a **pre-M-Day** starting point (**onhand** strength).

The supply data elements permit two separate projections of the ability to fill requirements. WARMAPS first projects, based on mobilization plans, the utilization of the manpower supplies in wartime required positions. Secondly, WARMAPS projects the maximum utilization of all available manpower resources . The number of reallocated manpower supplies, shown as, "probable gains," are derived from vacancy computations listed in section G. , below.

Enter numeric data for each applicable supply data element to represent the available supplies of manpower over the scenario. Unused numeric fields may be left blank or zero filled.

1. Onhand Strength. The number of U.S. full-time, permanent, appropriated fund employees in the civilian work force (**pre-M-Day** only).

2. Recalled Reservists. The number of civilian employees in the onhand strength field who are members of the Ready or Standby Reserve and can be recalled to active duty (M-Day only). Do not include members of the Reserve who have been relieved of their recall obligations under the screening policies of DoD Directives 1200.7 and 1404.10 (references (o) and (p)).

3. Recalled Retirees. The number of civilian employees in the onhand strength field who are retired from regular or Reserve Service and will be recalled to Military Service (M-Day only). Do not include Category III military retirees or those retirees who have been relieved of their recall obligations under the screening policies of references (o) and (p).

4. Transfer Losses. The number of available civilian employees who do not fill wartime required positions. Transfer losses in each record are derived from available civilian employees who occupy terminated positions or who are excess (M-Day through M+180 days). Transfer losses entered in one time period to reflect subtractions to supply should NOT be entered as transfer losses in subsequent time periods.

The following situations do not yield transfer losses:

- a. Terminated or lapsed positions which are vacant.
- b. Terminated or lapsed positions in which the incumbents are recalled Reservists or recalled retirees.
- c. Terminated or lapsed positions in which the incumbents could fill existing vacant wartime positions in the same record.

For each transfer loss, there must be EITHER:

- a. A corresponding increase to the transfer gains field in another record indicating the placement of the available employee in a vacant wartime required position; OR
- b. A corresponding increase to the Manpower for reassignment field in the same record indicating the availability of the employee for reassignment.

5. Transfer Gains. The number of available civilian employees who, under current mobilization plans, will be transferred to vacant wartime required positions. Transfer gains should reflect mobilization planning at activity, installation, and higher command levels to detail, reassign, and utilize all available civilian employees in appropriate mobilization work requirements.

The following are limitations in taking transfer gains:

- a. Both transfer gains and transfer losses cannot be entered in the same time period in the same WARMAPS records.
- b. Transfer gains entered in one time period to reflect additions to supply should NOT be entered as transfer gains in subsequent time periods.

c. The number of transfer gains **cannot** exceed the number of vacant positions required at a particular time period **in** the same WARMAPS record. Transfer gains taken between M-Day and **M+180** days serve as a dynamic and realistic reflection of mobilization planning to fill vacant mobilization positions from the available manpower. Sources of available manpower" are:

- a. Transfer losses.
- b. Manpower for reassignment.
- c. Manpower for utilization.

6. Manpower for Reassignment. The remaining supply of employees over the scenario who are transfer losses and have not yet been placed in specific wartime required positions. A decrease to manpower for reassignment reflects actual mobilization **planning** for the detail, reassignment, and optimal utilization of available supplies of civilian employees. The running total of remaining manpower for reassignment decreases for each employee who is detailed or reassigned to a wartime required position (i.e., taken as a transfer gain). For example, at M-Day, Record A has five **incumbents** reflected in the manpower for reassignment field. Record B has two vacancies that arise at **M+30** days. To eliminate the vacancies in Record B, two transfer gains are taken from the manpower for reassignment field in **Record A**. Manpower for reassignment field in Record A decreases to three at **M+30** days.

7. Manpower for Utilization. The initial and remaining supplies of **part-time**, intermittent, or temporary employees in the civilian work force who may be assigned to wartime required positions during mobilization. For **pre-M-Day**, that data should reflect the peacetime supply of part-time, intermittent, or temporary employees. Data for M-Day and beyond are a running total of the remaining supplies of other than full-time, permanent employees who have not yet been assigned to wartime required positions. Each decrease in the **supply of** manpower for utilization is associated with a corresponding transfer gain. For example, at **pre-M-Day** there are seven employees in the manpower for utilization field. At M-Day, Record A has five unfilled positions. To eliminate the vacancies of Record A, five transfer gains are taken internally at M-Day from the manpower for utilization field. Manpower for utilization field decreases to two at M-Day.

8. Probable Gains. The number of remaining civilian employees from the Manpower for reassignment and Manpower for utilization fields who, by virtue of their skills, could fill vacant wartime required positions. Unlike transfer gains that reflect actual mobilization **planning**, probable gains reflect a reallocation of the remaining supplies of civilian manpower (employees in the Manpower for reassignment and manpower for utilization fields at **M+180** days) to vacant wartime required positions. A probable gain is entered at the earliest time period when the manpower is available and the requirement exists. At M-Day, probable gains are taken from the pool of available manpower reflected in the Manpower for reassignment and manpower for utilization fields at **M+180** days. For **M+30** through **M+180** days, probable gains are taken from the manpower for conversion field. Probable gains simulates the maximum utilization of all available skills

without effecting transfer gains, transfer losses, manpower for reassignment, and manpower **for** utilization fields.

9. Manpower for Conversion. The number of remaining civilian employees from the manpower for reassignment and manpower for utilization fields who, by virtue of their skills or unavailability, could not fill a vacant wartime required position. Manpower not taken as probable gains at M-Day must be entered in the manpower for conversion field. Manpower for conversion is **decremented** for each probable gain taken at **M+30** days and beyond. This field is a running total of unused manpower that can be used to **fill** vacant wartime required positions (M-Day through **M+180** days). Manpower for conversion reflects a reallocation of the remaining supplies (employees in the manpower for reassignment and **man-**power for utilization fields at **M+180** days) without effecting transfer gains, transfer losses, manpower for reassignment, and manpower for utilization fields.

E. DATA RECORD FORMAT AND CODES

1. WARMAPS civilian manpower data are submitted in single units (records), position by position.

2. Field placement, data description, character length, character type, and data positions for each record are outlined in section H, below.

NOTE : All data elements have been registered in
the DoD Data Element Program (DoD
5000.12-M reference (u)).

3. Time. Each data element has specified time periods for data input. Available time periods are as follows:

Pre-M-Day

M-Day

M+30

M+60

M+90

M+180

F. AUTOMATION INSTRUCTIONS

1. The Military Components will submit civilian manpower data on magnetic tape. Other DoD Components may arrange in advance with the **DASD(MP&R)** to **deter-**mine an acceptable automated data submission format.

2. Data submitted on magnetic tape must have the following specification:

a Tapes must be IBM compatible, 9-track, EBCDIC, unlabeled, with a **preferred** tape density of **1600 BPI**. Specify **BPI** on the outside label.

- b. The tape records must be blocked 32 records per block, 171 characters per data record.
- c. Numeric fields must be right justified and need not be zero filled.
- d. No header or trailer labels are to be written on the reels.
- e. An IBM compatible tape mark will be used to signal **the end** of the reel.

3. Tape reels must be identified by an outside label that lists contents, submission date, submitting DoD Component, and the name and telephone number of the person to contact to resolve tape format problems.

4. Test data may be submitted to verify record format and system compatibility prior to the submission due date.

H. DATA FIELD DESCRIPTIONS

<u>Field(s)</u>	<u>Data Element</u>	<u>Field Length</u>	<u>Character Type</u>	<u>Positions</u>
1	<u>Employment Category</u>	1	A	1
2	<u>Major Claimant Code</u>	2	A/N	2 through 3
3		4	N	4 through 7
4	<u>Work Place Location</u>	9	A/N	8 through 16
5	<u>UIC</u>	6	A/N	17 through 22
6	<u>Civilian Occupation</u>	4	N	23 through 26
7	<u>Civilian Pay Plan</u>	2	A	27 through 28
8	<u>Civilian Grade</u>	2	N	29 through 30
9	<u>Peacetime Positions</u> (Pre-M-Day only)	3	N	31 through 33
10 through 14	<u>Position Created</u> (5 time periods, beginning M-Day)	3	N	34 through 48
15 through 19	<u>Position Terminated</u> (5 time periods, beginning M-Day)	3	N	49 through 63
20	<u>Key Position</u> (Pre-M-Day only)	3	N	64 through 66
21	<u>E-E Position</u> (M-Day only)	3	N	67 through 69
22	<u>Onhand Strength</u> (Pre-M-Day only)	3	N	70 through 72
23	<u>Recalled Reservists</u> (M-Day only)	3	N	73 through 75
24	<u>Recalled Retirees</u> (M-Day only)	3	N	76 through 78

25 through 29	<u>Transfer Losses</u> (5 time periods, beginning M-Day)	3	N	79 through 93
30 through 34	<u>Transfer Gains</u> (5 time periods, beginning M-Day)	3	N	94 through 108
35 through 39	<u>Manpower for Reassignment</u> (5 time periods, beginning M-Day)	3	N	109 through 123
40 through 45	<u>Manpower for Utilization</u> (6 time periods, beginning Pre-M-Day)	3	N	124 through 141
46 through 50	<u>Probable Gains</u> (5 time periods, beginning M-Day)	3	N	142 through 156
51 through 55	<u>Manpower for Conversion</u> (5 time periods, beginning M-Day)	3	N	157 through 171

G. VACANCY COMPUTATIONS

FIELD(S)

DEMAND CALCULATIONS

Peacetime positions	9
+ Positions created	10 through 14
- <u>Positions terminated</u>	15 through 19
= Total demand (M-Day to M+180)	

SUPPLY CALCULATIONS

FIELDS

Onhand	22
- Recalled Reservists	23
- Recalled Retirees	24
- Transfer losses or + transfer gains	25 through 29 or 30 through 34
+ <u>Probable Gains</u>	46 through 50
= Total supply (M-Day to M+180)	

MANPOWER OVER AND/OR SHORT (-)

supply - Demand = Surplus and/or Shortage (-)

Note: For computational purposes, transfer **losses**, transfer gains and probable gains represent the sum of that field up to and including the **time** period being examined. Initially, probable gains do not enter into the supply calculation. Once an initial probable gain is taken to fill a vacancy, probable gains are entered into the supply calculation. The number of probable gains is limited to the number of calculated vacancies.